

WYOMING DEPARTMENT OF AGRICULTURE
INTERNAL POLICIES

PERSONNEL SAFETY AND SECURITY POLICIES	May 2011
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Section 1. Each division has a safety appendix governing each particular safety concern. Please refer to your division's appropriate version for details on safety for your area.

Section 2. Work Related Accidents. If a work related accident does occur, follow these guidelines to help in filing your accident report to Workers' Safety and Compensation.

1. Contact your supervisor immediately after your work related accident with an explanation of the accident. Workers' Safety and Compensation Division requires that you report your injury to your employer within 72 hours of the accident causing your injury.
2. Next, you or your supervisor need to contact the Administrative Services manager who will send you the Wyoming Employer Report of Injury form, or you can go to this URL to find address of nearest location to secure a form: <http://wydoe.state.wy.us/doe.asp?ID=9> Please note that you have only ten (10) days to fill out the Wyoming Employer Report of Injury form with your employer's signature before it needs to be filed with the Wyoming Workers' Safety and Compensation division.
3. When the Workers' Safety and Compensation Division receives the injury report, it must be reviewed within fifteen (15) days. Even if it takes the WSCD longer to investigate your claim, you will receive (within 15 days) an Initial Review letter, which will tell you what additional information is needed and which will give you a case number. This case 9-digit case number will be the tracking code for your case.
4. After the Initial Review letter, WSCD has an additional forty-five (45) days to review the information received before issuing a Final Determination.
5. You may appeal any Final Determination if you disagree.

Section 3. Managers' and Supervisors' Responsibilities. Managers and supervisors maintain records, training, and enforce safety manuals for their divisions with regularly scheduled safety meetings and inspections or audits of workplace safety. Prompt, corrective action will be taken whenever unsafe conditions are observed and all activities will be documented. Employees must be provided with and trained on personal protective equipment (PPE) when required.

Section 4. Employees' Responsibilities. All employees must abide by safety policies and follow safe work practices. All work related accidents must be reported to their supervisor in writing and receive prompt first aid for all injuries. All employees must attend and participate in safety meetings and training sessions. Whether employees receive reimbursement for safety equipment or are assigned safety equipment to use in their duties, they are required to use that equipment whenever they are engaged in duties that require use of that specific equipment. Appropriate disciplinary action will be taken if an employee fails to follow Department safety procedures.

If the safety equipment is provided, it is considered state property and must be returned to the division or Department upon termination of employment. If employees are reimbursed for part of the cost of safety equipment, that specific equipment is considered personal property and can be retained by employees upon termination of employment.

Section 5. Safety Work Boots. If they have duties recognized through a hazard assessment that dictate the wearing of safety boots, employees can be reimbursed up to \$75.00 every 12 months for the boots. Safety boots must be marked “ANSI Z41 or ASTM F2413-05” and rated-I/75 C/75” or higher. (ANSI is American National Standards Institute and ASTM is American Society for Testing and Materials.) In order to receive reimbursement, employees will file a voucher with a copy of their receipt along with proof of the rating of the boot. Safety boots may not be charged to employees’ procurement cards. Boots for which employees are reimbursed become personal property of the employees and can be retained by employees upon termination of employment.

Section 6. Prescription Safety Glasses. If employees have duties recognized through a hazard assessment that dictate the need for prescription safety glasses or replacement lenses to update existing safety glasses, they can be reimbursed up to \$100.00 every 12 months for the glasses. Prescription safety glasses/lenses must be ANSI Z87.1-1989 compliant, including but not limited to the following specifications:

- Polycarbonate lenses

- ANSI Frames

- Side shields (detachable or permanent, employee’s choice)

In order to receive reimbursement, employees will file a signed voucher with a copy of their receipt along with proof that the glasses comply with the above safety standard. The voucher needs to include a copy of vision insurance reimbursement on the safety frames, lenses and side shields; if the employee does not have vision insurance, the signed voucher will include a statement to that effect written by the employee.

Safety glasses/lenses may not be charged to employees’ procurement cards.

No employee will be reimbursed for examination costs associated with the prescription safety glasses.

Division managers may authorize additional replacement prescription safety glasses/lenses for their staff if needed more than once every 12 months.

Prescription safety glasses for which employees are reimbursed become personal property of the employees and can be retained by employees upon termination of employment.

Section 7. Respirator Policy. If a hazard assessment determines that duties require the use of a half or full face filtration respirator, the employee completes the Department’s “respirator physical questionnaire” and receives a signature and approval from a licensed physician or any other licensed health care provider as to the employee’s ability to use a respirator while working.

Upon receipt of this written approval for respirator use, the employee shall be fitted for a respirator by an authorized company. Employees can check with Department safety coordinator for suggested vendors.

Copies of the respirator fit test and the physician’s approval and signature shall be sent to the employee’s division manager, the department safety officer and the Administration division manager.

Medical and fit test costs associated with these required tests shall be paid by the employee and 100% reimbursed by the Department as directed by OSHA safety standards. The respirator itself may be charged to employee's p-card.

This policy does not affect the use of disposable "dust mask" type respirators which may be used by employees to mitigate nuisance dust and debris.
